

Ivy Tech Community College Libraries

- Room 411, North Meridian Center - 317.921.4782
- Room 124, Lawrence Campus - 317.921.4219
- cc.ivytech.edu

Faculty Guidelines for Requesting Library Instruction

The librarians at Ivy Tech want to integrate library instruction with your course content to provide assistance with specific assignments and develop information literacy skills. Librarians can customize library instruction and demonstrate the most appropriate library resources for your course assignments. **Communication between instructor and librarian is essential for ensuring that your information needs and curricular objectives are met.** Listed below are guidelines for scheduling library instruction:

- **Plan Ahead**

Library space and computer availability is limited. To provide the best service possible, we **require a minimum of one week's notice when scheduling your library instruction.** This way, we can reserve the Library Classroom for you and have the time to prepare for your class.

Instructors wishing to bring groups of students to the library to work on assignments should also contact the library in advance. Computers in the library classroom may be reserved for your students, subject to availability. Library instructional sessions take precedence.

- **Timing is Everything**

Library instruction is more meaningful when it is relevant to current course assignments. Make sure your students clearly understand their course assignments before attending library sessions. Ideally, library instruction should be scheduled close to the time students begin working on their assignments.

- **Your Presence is Requested**

Instructors should accompany their classes to library sessions; students are more involved and their learning experience is enhanced. Instructors in attendance are able to stimulate discussion, highlight points, and add additional information pertinent to their classes. **Please arrive at your scheduled time. If your class arrives more than 15 minutes late, it may be necessary to reschedule.**

- **Contact Information**

There are three ways to request a library instruction session:

1. call either library: North Meridian Center at 317-921-4782 or Lawrence at 317-921-4219,
2. email us using Ask-a-Librarian (located on Virtual Library web page and the Campus Connect Library tab), or
3. complete and submit the online *Library Instruction Request* form located on our web page under **Faculty Resources.**

Please provide us with the following information:

1. course name and number,
2. how many students you have,
3. date and time you wish to bring your class for library instruction,
4. an alternate date in case your first choice is unavailable, and
5. phone number that we can use to reach you if there are any problems.

We also appreciate any specific information about assignments your students are working on, your expectations, special needs, or particular resources you would like us to include. **Providing us with your course syllabus** or other written instructions for specific course assignments helps us better prepare for library instruction and allows us to meet the specific information needs of your students.